

Career Opportunity

JUDICIAL ASSISTANT



U.S. District Court District of South Dakota

www.sdd.uscourts.gov

Announcement #: 01-21

Location: Pierre, SD

Salary: JSP 8 – JSP 11 (\$48,378 - \$64,649) dependent upon JSP qualification requirements

Employment: Full time

Revised Closing Date:
2/08/2021

The District of South Dakota

The U.S. District Court, District of South Dakota includes three active district judges, three senior district judges, three full-time magistrate judges, and one part-time magistrate judge. There are 66 counties within the District with office headquarters located in Sioux Falls, South Dakota. Divisional offices include Aberdeen, Pierre, and Rapid City.

ABOUT THE POSITION

The District of South Dakota is seeking a full-time Judicial Assistant (JA) to support the Hon. Mark Moreno. The JA will assist the Judge in the day-to-day management and administration of Chambers, maintain court records through the use of electronic case management systems such as CM/ECF, and perform a variety of clerical duties to include providing customer service to the general public and general courtroom support.

BENEFITS

The Court offers a competitive benefits package:

- Vacation time accrues at a rate of 104 hours per year for the first three years and increases with tenure
- Sick time accrue at a rate of 104 hours per year
- Ten paid holidays per year
- Agency-subsidized federal health insurance plans
- Dental and vision plans
- Group life insurance plans
- Flexible spending account programs
- Federal Employee Retirement System (FERS) enrollment
- Thrift Savings Plan (TSP) with agency match

OVERVIEW OF DUTIES

- Draft routine orders and process a variety of legal materials and correspondence.
- Provide courtroom and administrative support by scheduling court hearings, completing docketing duties, assisting with case management, completing travel arrangements, ordering office supplies, answering and responding to telephone calls and messages, and resolving issues which require full knowledge of appropriate court procedures.
- Maintain the confidentiality of the court at all times and interact tactfully with attorneys, colleagues, and the general public on a daily basis.
- Receive, review, and effectively communicate incoming correspondence with the judge.
- Prepare and maintain organized filing systems.
- Prepare and process appeals, warrants, subpoenas, notices, and form orders.
- Answer inquiries from attorneys and the general public regarding case statuses and procedural rules.
- Act as a courtroom deputy for civil and criminal proceedings.
- Assist with the organization of proceedings to include setting up the courtroom, verifying the attendance of required court participants, and successfully managing the operation of courtroom technology equipment.
- Document proceedings and rulings; prepare and docket minute entries.
- Communicate effectively with outside agencies, counsel, and the general public to facilitate orderly case management and case progression.
- Schedule court reporters and court interpreters when necessary.
- Receive requests and coordinate the production of transcripts from recorded court proceedings.
- Travel to other divisions within the district may be required at times.
- Other duties as assigned.

ADDITIONAL INFORMATION

- Employees are required to adhere to the *Code of Conduct for Judicial Employees* at all times.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicants must be a U.S. Citizen or eligible to work in the United States.

THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER

The U.S. District Court, District of South Dakota, reserves the right to amend or withdraw any announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time of the original announcement, the Court Unit Executive has the right to select a candidate from the original qualified applicant pool.

JOB REQUIREMENTS & QUALIFICATIONS

To be considered, candidates must possess the following:

- A high school diploma or equivalent;
 - A bachelor's degree, associate degree, paralegal certification, or Juris Doctorate is preferred, but not required.
- A minimum of two years general work experience*, plus a minimum of two years specialized work experience; **
- The ability to multi-task, be a motivated self-starter, and proactive in managing projects;
- The ability to communicate effectively both verbally and in writing, demonstrate excellent interpersonal skills, and possess experience, familiarity, and comfort with computers and computer programs such as Microsoft Outlook, Word, Excel, Adobe Acrobat, and Google Chrome.
 - Familiarity with the federal courts' Case Management/Electronic Case Files (CM/ECF) or Pacer electronic docketing system is preferred;
 - Familiarity with legal terminology and court processes is preferred.

*General work experience is defined as progressively responsible clerical or secretarial work that provided a solid knowledge base of proper office practices such as filing, telephone usage, and typing.

**Specialized work experience is defined as progressively responsible secretarial work which included supporting a supervisor who managed law-related matters in a law firm, insurance company, or real estate agency.

Educational Substitutions

(a) Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of general work experience on the basis that 30 semester hours equals nine months of experience.

(b) A bachelor's degree from a college or university of recognized standing may be substituted for two years of general work experience. Preferably, such a degree should have courses in law, government, public, or business administration.

(c) Education in a legal or paralegal curriculum may be substituted for a maximum of two years specialized work experience on the basis that one full academic year (30 semester hours) equals one year of experience. Less than one full year of study will be credited on a pro-rated basis.

JSP Grade Level is determined based upon meeting the following requirements:

JSP Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
8	2	3	5
9	2	4	6
10	2	5	7
11	2	6	8

APPLICATION PROCESS

Qualified candidates must submit the following documents by 5:00 pm CST on Monday, February 8, 2021:

- 1) A cover letter with detailed explanation on how you obtained the general and specialized work experience as mentioned in the job requirements and qualifications;
- 2) A current resume;
- 3) A completed Judicial Branch Federal Employment application (AO 78), found on <http://www.uscourts.gov> under *Court Forms*.

Application packages must be emailed in PDF format with "Vacancy 01-21" in the subject line to Brooke Richards at: Brooke_richards@sdd.uscourts.gov

Incomplete application packages will not be considered.